

25X1.

~~CORRESPONDENCE - GENERAL~~

This six-part form is designed to provide intraoffice mail control when the volume of correspondence justifies using control measures. Generally other transmittal or routing slips are unnecessary when this form is used.

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25X1

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~~CORRESPONDENCE~~ GENERAL

e. Routing and Record Sheet, Form 610

The extent of review and concurrence in offices through which correspondence may pass is often indefinite. Therefore, for correspondence of more than a routine nature, provision should be made for extended routing. Routing and Record Sheet serves this purpose. In addition, it provides space for added comments and serves as a protective covering over the original.

<input type="checkbox"/> UNCLASSIFIED		<input type="checkbox"/> INTERNAL USE ONLY		<input type="checkbox"/> CONFIDENTIAL		<input type="checkbox"/> SECRET	
ROUTING AND RECORD SHEET							
SUBJECT: (Optional)							
FROM:				EXTENSION		NO.	
						DATE	
TO: (Officer designation, room number, and building)				DATE		OFFICER'S INITIALS	
				RECEIVED		FORWARDED	
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							

FORM 610 USE PREVIOUS EDITIONS ☐ SECRET ☐ CONFIDENTIAL ☐ INTERNAL USE ONLY ☐ UNCLASSIFIED

ACTUAL SIZE - 8" x 10 $\frac{1}{2}$ "

EXHIBIT 13

THE UNIVERSITY OF CHICAGO

CORRESPONDENCE - GENERAL

The use of this form is mandatory. It shall be used as a cover sheet for all correspondence classified Top Secret, and to record the name of each person who sees the document. A Form 26 is prepared and attached to each copy of Top Secret correspondence transmitted within the Agency.

[illegible]

USE REVISED
FORM 26

ACTUAL SIZE - 8" x 10 $\frac{1}{2}$ "

EXHIBIT 14

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25X1

CORRESPONDENCE - GENERAL

g. Courier Receipt and Log Record, Form 240

All envelopes or packages containing material classified CONFIDENTIAL and above, and transmitted between buildings within or outside CIA, are customarily accounted for by Courier's Receipts. Receipts are prepared in an original and two copies. Copy one is inserted in window pocket or securely attached to envelope or package without window pocket. Copies 2 and 3 contain logging information for use by originator and recipient. When log data has been added to the Courier Receipt, copy 3 shall be inserted inside the package to be delivered to the addressee. The copy #3 becomes the log record in the receiving office.

FROM	NO. B 02221
	DATE
TO:	TYPE OF MATERIAL
	ENVELOPE (S)
	PACKAGE (S)
	OTHER
<small>ORIGINATOR: DO NOT COMPLETE THIS COPY BELOW THIS LINE. REMOVE THIS COPY IF LOG DATA IS TO BE ADDED ON COPIES 2 AND 3. INSERT ONLY THIS COPY IN THE WINDOW POCKET, OR ATTACH SECURELY TO ENVELOPE OR PACKAGE WITHOUT A WINDOW POCKET.</small>	
SIGNATURE OF RECIPIENT (NOT INITIALS)	DATE AND TIME OF RECEIPT
COURIER'S RECEIPT	
1	

FORM 240

**WHITE RECEIPT - FOR MATERIAL CLASSIFIED
CONFIDENTIAL OR SECRET**

COURIERS' CLASSIFIED MAIL RECEIPT		OFFICE		SIGNATURES		
		Symbol	Receipt No.	OF SUBSEQUENT COURIERS	PICKUP	
TO			THIS DATE	2.	Date	Time
FROM				3.		
TYPE OF MATERIAL				4.		
<input type="checkbox"/> SEALED ENVELOPE				5.		
<input type="checkbox"/> SEALED PACKAGE				6.		
<input type="checkbox"/> LOCKED MAIL BAG				7.		
CERTIFICATION OF GOOD CONDITION				8.		
SIGNATURES CONSTITUTE CERTIFICATION THAT MATERIAL INDICATED HEREON IS RECEIVED IN GOOD CONDITION UNLESS OTHERWISE NOTED ON BACK OF THIS RECEIPT						
1. SIGNATURE OF ORIGINAL COURIER		Pickup Date	Pickup Time	BY (Signature)	Date	Time
Form No. 240a 1 Aug 55		Replaces Form 240a, 1 Apr 55 and SF-108 which are obsolete.		16-72069-1 GPO (25-33)		

Form 240a (pink) is used for transmitting Top Secret material.

EXHIBIT 15~~CONFIDENTIAL~~